

State of Delaware

Audio, Video and Surveillance Equipment and Services

Request for Proposal

Contract No. GSS10584-AUDIO_VIDEO

June 9, 2010

**- Deadline to Respond -
July 8, 2010
1:00 p.m. EDT**

June 9, 2010

CONTRACT NO. GSS10584-AUDIO_VIDEO

ALL OFFERORS:

The enclosed packet contains a "REQUEST FOR PROPOSAL" for Audio Video Equipment and Services. The proposal consists of the following documents:

REQUEST FOR PROPOSAL - CONTRACT NO. GSS10584-AUDIO_VIDEO

- 1 DEFINITIONS and GENERAL PROVISIONS
- 2 SPECIAL PROVISIONS, REQUEST FOR PROPOSAL, AND SCOPE OF WORK
- 3 CONFIDENTIALITY AND DATA INTEGRITY STATEMENT
- 4 PROPOSAL REPLY SECTION
 - A - NO PROPOSAL REPLY FORM
 - B - NON-COLLUSION STATEMENT AND ACCEPTANCE
 - C - PROPOSAL SUMMARY
 - D - OFFICE OF MINORITY AND WOMEN BUSINESS ENTERPRISE (OMWBE) APPLICATION

In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly and returned in a sealed envelope clearly displaying the contract number by July 8, 2010, 1:00p.m. EDT time, to be considered.

Proposals shall be submitted to:

**State of Delaware
Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202**

A mandatory pre-proposal meeting has been scheduled for **10:00 a.m., EDT time, Monday, June 21, 2010 at the Government Support Services Conference Room, 100 Enterprise Place, Suite 4, Dover, Delaware 19904. This is a mandatory meeting.** If an Offeror does not attend this meeting; they shall be disqualified and shall not be considered for further evaluation.

Please review and follow the information and instructions contained in the General Provisions and this Request for Proposal. Should you need additional information, please call Carmen Herrera at 302-739-9683.

GOVERNMENT SUPPORT SERVICES

DEFINITIONS AND GENERAL PROVISIONS

The attached Definitions and General Provisions apply to all contracts and are part of each request for proposal. The requirement to furnish a bid bond and performance bond is applicable unless waived in the Special Provisions. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Offerors or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting proposal.

DEFINITIONS

Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

STATE: The State of Delaware

AGENCY: State Agency as noted on cover sheet.

DESIGNATED OFFICIAL: The agent authorized to act for the Agency.

REQUEST FOR PROPOSALS: The request for proposals is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

GENERAL PROVISIONS: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

OFFEROR: Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

PROPOSAL: The offer of the Offeror submitted on the approved form and setting forth the Offeror's prices for performing the work or supplying the material or equipment described in the specifications.

SURETY: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the Contractor's payments of all debts pertaining to and for its acceptable performance of the work for which it has contracted.

OFFEROR'S DEPOSIT: The security designated in the proposal to be furnished by the Offeror as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to the Offeror.

CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.

CONTRACTOR: Any individual, firm, or corporation with whom a contract is made by the Agency.

CONTRACT BOND: The approved form of security furnished by the Contractors and its surety as a guaranty of good faith on the part of the Contractor to execute the work in accordance with the terms of the contract.

SECTION A - GENERAL PROVISIONS

1. **REQUEST FOR PROPOSALS:**

See "Definitions".

2. **PROPOSAL FORMS:**

The invitation to bid shall contain pre-printed forms for use by the Offeror in submitting its proposal. The forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the Offeror for entering information such as unit bid price, total bid price, etc.

3. **INTERPRETATION OF ESTIMATES:**

- a. The attention of Offerors is called to the fact that, unless stated otherwise, the quantities given in the proposal form are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract.
- b. An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

4. **SILENCE OF SPECIFICATIONS:**

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the Offeror.

5. **EXAMINATION OF SPECIFICATIONS AND PROVISIONS:**

The Offeror shall examine carefully the proposal and the contract forms for the material contemplated. The Offeror shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of the Special Provisions and the contract. The submission of a proposal shall be conclusive evidence that the Offeror has made examination of the aforementioned conditions.

6. **PREPARATION OF PROPOSAL:**

- a. The Offeror's proposal shall be written in ink or typewritten on the form provided.
- b. If items are listed with a zero quantity, Offeror shall state unit price **ONLY** (intended for open end purchases where estimated requirements are not known). The proposal shall show a total bid price for each item bid and the total bid price of the proposal excluding zero quantity items.

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7. **PRICES QUOTED:**

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract.

8. **DISCOUNT:**

No qualifying letter or statements in or attached to the proposal, or separate discounts will be considered in determining the low bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into unit bid price(s).

9. **SAMPLES OR BROCHURES:**

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.

10. **PROPOSAL GUARANTY; BID BOND:**

- a. Each Offeror shall submit with its proposal a guaranty in sum equal to at least 10% of the total value of its bid, according to Delaware Code Title 29, Section 6927(a).
- b. This bid bond shall be submitted in the form of good and sufficient bond drawn upon an insurance or bonding company authorized to do business in the State of Delaware, to the State of Delaware for the benefit of the Agency, or a certified check drawn on a reputable banking institution and made payable to the Agency in the requirement amount. If Agency bond form is not utilized, the substituted bond forms must conform to the minimum of conditions specified in the Agency bond form.

11. **DELIVERY OF PROPOSALS:**

Proposals shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the Offeror as well as the designation of the contract. Proposals forwarded by U.S. Mail shall be sent first class to the address listed below. Proposals forwarded by delivery service other than the U.S. Mail or hand delivered must be delivered to the address listed below. All proposals must clearly display the proposal number on the envelope.

**STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
GOVERNMENT SUPPORT SERVICES
100 ENTERPRISE PLACE, SUITE 4
DOVER, DE 19904-8202**

All proposals will be accepted at the time and place set in the advertisement. Offeror bears the risk of delays in delivery. Proposals received after the time set for public opening will be returned unopened.

12. **WITHDRAWAL OF PROPOSALS:**

An Offeror may withdraw its proposal unopened after it has been deposited, if such a request is made

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prior to the time set for the opening of the proposal.

13. PUBLIC OPENING OF PROPOSALS:

The proposals shall be publicly opened at the time and place specified by the Agency. Offerors or their authorized representatives are invited to be present.

14. PUBLIC INSPECTION OF PROPOSALS:

If the Offeror designates a portion of its proposal as confidential, it shall isolate and identify in writing the confidential portions. The Offeror shall include with this designation a statement that explains and supports the firm's claim that the proposal items identified as confidential contain trade secrets or other proprietary data.

15. DISQUALIFICATION OF OFFERORS:

Any one or more of the following causes may be considered as sufficient for the disqualification of an Offeror and the rejection of its proposal or proposals:

- a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among offerors.
- c. Unsatisfactory performance record as evidenced by past experience.
- d. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- e. If there are any unauthorized additions, interlineations, conditional or alternate proposals or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- f. Non-attendance of mandatory pre-proposal meetings may be cause of disqualification.

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SECTION B - AWARD AND EXECUTION OF CONTRACT

1. CONSIDERATION OF PROPOSALS:

The right is reserved to waive technicalities, to reject any or all proposals, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the judgment of the Agency or its agent, the best interest of the State will be promoted thereby.

2. MATERIAL GUARANTY:

Before any contract is awarded, the successful Offeror may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

3. CONTRACT AWARD:

REF: Title 29, Chapter 6924(j) Delaware Code. The contract shall be awarded within 90 days of the closing date and time advertised in the request for proposals. The agency shall award a contract to the Offeror whose proposal is determined in writing to be most advantageous to the State, based on the factors set forth in the request for proposals. The determination shall explain the basis of award.

4. EXECUTION OF CONTRACT:

- a. The Offeror to whom the award is made shall execute a formal contract and bond within twenty days after date of official notice of the award of the contract.
- b. If the successful Offeror fails to execute the required contract and bond, as aforesaid, within twenty days after the date of official notice of the award of the contract, its proposal guaranty shall immediately become forfeited as liquidated damages. Award will then be made to the next lowest qualified Offeror of the work or re-advertised, as the Agency may decide.

5. REQUIREMENT OF CONTRACT BOND:

- a. Successful Offerors shall furnish bond, simultaneously with the execution of the formal contract, to the State of Delaware for the benefit of the Agency with surety in the amount of 100% of the total contract award or as otherwise provided in the Special Provisions. Said bonds shall be conditioned upon the faithful performance of the contract.
- b. The bond forms shall be provided by the Agency and the surety shall be acceptable to the Agency.

6. WARRANTY:

The successful Offeror(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

7. THE CONTRACT(S):

The contract(s) with the successful Offeror(s) will be executed with the Office of Management and

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Budget, Government Support Services acting for all participating agencies.

8. RETURN OF OFFEROR'S DEPOSIT:

The deposits shall be returned to the successful Offeror upon the execution of the formal contract. The deposits of unsuccessful Offerors shall be returned to them immediately upon the awarding of the contract or rejection of their proposals.

9. INFORMATION REQUIREMENT:

The successful Offeror's shall be required to advise the Office of Management and Budget, Government Support Services of the gross amount of purchases made as a result of the contract.

10. CONTRACT EXTENSION:

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months.

11. TERMINATION FOR CONVENIENCE:

Contracts shall remain in effect for the time period and quantity specified unless the contract is terminated by the State. The State may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of termination.

12. TERMINATION FOR CAUSE:

If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

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SECTION C - GENERAL

1. **AUTHORITY OF AGENCY:**

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

2. **LAWS TO BE OBSERVED:**

The Contractor is presumed to know and shall strictly comply with all National, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The Contractor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself or by its employees.

3. **PERMITS AND LICENSES:**

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Contractor at its own expense.

4. **PATENTED DEVICES, MATERIAL AND PROCESSES:**

- a. The Contractor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.
- b. The Contractor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

5. **EMERGENCY TERMINATION OF CONTRACT:**

- a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.
- b. In the event the Contractor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

6. **TAX EXEMPTION:**

- a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.

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- b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the Contractor. Each Offeror shall take its exemption into account in calculating its bid for its work.

7. **OR EQUAL (PRODUCTS BY NAME):**

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified.

8. **INVOICING:**

After the awards are made, the agencies participating in the request for proposals may forward their purchase orders to the successful Offeror(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an invoice from the Contractor.

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SECTION D - EQUAL OPPORTUNITY

1. EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS:

During the performance of any contract for public works financed in whole or in part by appropriation of the State of Delaware, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color, sex, age, or national origin. Such action shall include, but not be limited to the following: advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The Contractor agrees to post in conspicuous places, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.
- b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age, or national origin.
- c. The term "Contractor for public works" means construction, reconstruction, demolition, alteration, and/or repair work, maintenance work, and paid for in whole or in part out of the funds of a public body except work performed under a vocational rehabilitation program. The manufacture or furnishing of materials, articles, supplies or equipment is not a public work within the meaning of this subsection unless conducted in connection with and at the site of the public work.

Revised 07012009

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REQUEST FOR PROPOSAL
CONTRACT NO.: GSS10584-AUDIO_VIDEO
AUDIO, VIDEO AND SURVEILLANCE EQUIPMENT AND SERVICES

SPECIAL PROVISIONS

1. **COMPETITIVE SEALED PROPOSAL:**

It has been determined by the Director, Office of Management and Budget, pursuant to **Delaware Code Title 29, Chapter 6924 (a)** that this solicitation be offered as a request for competitive sealed proposals because the use of competitive sealed bidding is not in the best interest of the State. The use of competitive sealed proposals is necessary to:

- Conduct Oral or written discussions with Offerors concerning technical and price aspects of their proposals;
- Afford Offerors an opportunity to revise their proposals;
- Compare the different price, quality and contractual factors of the proposals submitted.

2. **CONTRACT REQUIREMENTS:**

This contract will be issued to cover the Audio, Video and Surveillance Equipment and Services requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, or Volunteer Fire Company.

3. **MANDATORY USE CONTRACT:**

REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

4. **CONTRACT PERIOD:**

Each Contractor's contract shall be valid for a three year period from October 1, 2010 through September 30, 2013. Each contract may be renewed for two (2) additional one year periods through negotiation between the Contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

5. **PRICES:**

Prices and/or rates shall remain firm for the term of the contract, unless further negotiations are deemed necessary by the State.

The pricing policy that you choose to submit must address the following concerns:

- a. The structure must be clear, accountable and auditable.
- b. It must cover the full spectrum of services required.

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- c. Costs and compensation must be consistent with the rates established or negotiated as a result of this RFP or P.O. issued based on this contract.

6. **MOST-FAVORED CUSTOMER:**

The Contractor shall not offer to others prices lower than those provided in the contract, or if lower prices are offered they must also apply to the subject contract.

7. **PRICE ADJUSTMENT:**

If agreement is reached to extend this contract for the second or subsequent, optional year, the Division of Government Support Services shall have the option of offering a determined price adjustment and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

8. **SHIPPING TERMS:**

F.O.B. destination; freight prepaid.

9. **QUANTITIES:**

The attention of Offerors is called to the fact that, unless stated otherwise, the quantities given in the proposal are best estimates and are given as a basis for the comparison of proposals. Quantities ordered may be increased or decreased by any eligible agency as deemed necessary during the period of the contract.

10. **FUNDING OUT:**

The continuation of this contract is contingent upon funding appropriated by the legislature.

11. **BID BOND REQUIREMENT:**

Bid Bond Waived.

12. **PERFORMANCE BOND REQUIREMENT:**

Performance Bond Waived

13. **MANDATORY INSURANCE REQUIREMENTS:**

Certificate of Insurance and/or copies of insurance policies for the following:

1. As a part of the contract requirements, the Contractor shall obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All Contractors shall carry Comprehensive General Liability and at least one of the other coverages depending on the type of service or product being delivered.

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a. Comprehensive General Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

and

b. Medical/Professional Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

or

c. Miscellaneous Errors and Omissions - \$1,000,000.00 per person/\$3,000,000 per occurrence.

or

d. Product Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

2. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.
3. Forty-five (45) days written notice of cancellation or material change of any policies shall be required.
4. Before any work is done hereunder, the Certificate of Insurance and/or copies of the insurance policies, referencing the contract number stated herein, shall be filed with the State. The certificate holder is as follows:

Administrator, Government Support Services
Contract No. GSS10584-AUDIO_VIDEO
State of Delaware
100 Enterprise Place, Suite 4
Dover, DE 19904-8202

Note: The State of Delaware shall not be named as an additional insured.

14. **STATE OF DELAWARE BUSINESS LICENSE:**

Prior to receiving an award, the successful Offeror shall either furnish Government Support Services with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899-8750 or by telephone to one of the following numbers: (302) 577-8200 -- Public Service, (302) 577-8205 -- Licensing Department.

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

15. **HOLD HARMLESS:**

The Contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused

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or alleged to be caused, by acts or omissions of the Contractor, its employees, and invitees on or about the premises and which arise out of the Contractor's performance, or failure to perform as specified in the Agreement.

16. **OWNERSHIP OF INTELLECTUAL PROPERTY:**

All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the State of Delaware. On request, the Contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the State to evidence the State's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

17. **NON-PERFORMANCE:**

In the event the Contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the Contractor. Under no circumstances shall monies be due the Contractor in the event open market products can be obtained below contract cost. Any monies charged to the Contractor may be deducted from an open invoice.

18. **FORCE MAJEURE:**

Neither the Contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

19. **CONTRACTOR NON-ENTITLEMENT:**

State of Delaware Contractors for Materiel and for Services shall not have legal entitlement to, nor seek business from another Contractors' Central Contract. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract as they are not a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code.

20. **EXCEPTIONS:**

Offerors may elect to take minor exception to the terms and conditions of this RFP. Government Support Services will evaluate each exception according to the intent of the terms and conditions contained herein, but Government Support Services shall reject exceptions that do not conform to State bid law and/or create inequality in the treatment of Offerors. Exceptions shall be considered only if they are submitted with the proposal or before the date and time of the proposal opening.

21. **MANDATORY USAGE REPORT:**

One of the primary goals in administering this contract is to keep accurate records regarding its actual value. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested Offerors.

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A report shall be furnished by the successful Contractor **MONTHLY Electronically in Excel format** detailing the purchasing of all items on this contract. The format to be followed is described herein and shall be filed within fifteen (15) days after the end of each reporting period. Any exception to this mandatory requirement may result in cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Contractors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals. Vendors not having activity during a specific month, shall reply with a "no activity" if there is no activity during the reporting period.

The report shall be submitted electronically in EXCEL and sent as an attachment to vendorusage@state.de.us. It shall contain the six-digit department and organization code.

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Format of Report

State of Delaware
Monthly Usage Report

STATE OF DELAWARE							
MONTHLY USAGE REPORT							
Contract Name:		Contract Number:			Report Start Date:		
Supplier Name:					Report End Date:		
Contact Phone:					Today's Date:		
Agency Name or School District	Division or Name of School	Budget Code	Item Description	Contract Item Number	Quantity	Cost Each	Total Cost

Note: A copy of the Usage Report will be sent by electronic mail to the Awarded Vendor.

The report shall be submitted electronically in **EXCEL** and sent as an attachment to vendorusage@state.de.us. It shall contain the six-digit department and organization code for each agency and school district.

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22. **BUSINESS REFERENCES:**

Offeror must supply three (3) business references consisting of current or previous customers of similar scope and value with your reply. Include name, address, telephone number, fax number, e-mail address, and a verified current contact person.

23. **ORDERING PROCEDURE:**

Successful Contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The Contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

24. **BILLING:**

The Contractor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number.

25. **PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. The Contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

26. **PRODUCT SUBSTITUTION:**

All items or services delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the proposal unless specific approval is given by Government Support Services to do otherwise. Awarded vendors are highly encouraged to offer any like substitute product (s), either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In all cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

27. **DOCUMENT(S) EXECUTION:**

Both the non-collusion statement that is enclosed with this Request for Proposal and the contract form delivered to the successful Offeror for signature shall be executed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, Government Support Services. The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting's Website: <http://accounting.delaware.gov> .

28. **FORMAL CONTRACT AND/OR PURCHASE ORDER:**

No employee of the Contractor(s) is to begin any work prior to receipt of a State of Delaware Purchase Order signed by authorized representatives of the agency requesting service, properly processed

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through the State of Delaware Accounting Office. A purchase order, telephone call, fax or State credit card shall serve as the authorization to proceed with work in accordance with the bid specifications and the special instructions, once it is received by the Contractor(s).

29. **SCHEDULE FOR PERFORMANCE OF WORK:**

All work described in these specifications shall be completed with reasonable promptness. As used in this Section, the State of Delaware shall be the sole judge of the term "reasonable". If the Contractor does not begin the work in a reasonable amount of time, they will be notified that if they fail to initiate the work promptly, the contract may be terminated and the State will forthwith proceed to collect for nonperformance of work.

30. **TIME OF PERFORMANCE:**

The services of the Contractor are to commence after receipt of a purchase order, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event all of the services required hereunder shall be completed no later than the time periods set out in any schedule contained in the project Scope of Work. Any such schedule shall be maintained by the Contractor unless amended, in writing, by both parties.

31. **CONTRACTOR RESPONSIBILITY:**

The State will enter into a contract with the successful Offeror. The Contractor shall be responsible for all products and services as required by this RFP. Subcontractors, if any, shall be clearly identified in the financial proposal.

32. **ENERGY STAR PRODUCTS:**

The Contractor **must** provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency. The Offeror is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.

33. **LIFE CYCLE COST ANALYSIS:**

If applicable, the specifications contained within this RFP have been developed through Life Cycle Cost Analysis that will allow the State to realize the lowest total cost of ownership and operation over the useful life of the equipment.

34. **PERSONNEL:**

- a. The Contractor represents that they have, or will secure at their own expense, all personnel required to perform the services required under this contract.
- b. All of the services required hereunder shall be performed by the Contractor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- c. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the State.

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35. **METHOD OF PAYMENT:**

- a. For each P.O. issued as part of this contract, the State will pay Contractor monthly, within thirty (30) days of receipt of the Contractor's billing, the amount which is legitimately earned by the Contractor, and supported by payroll data and an itemized accounting of reasonable reimbursable direct non-salary costs. A current progress report of the work shall accompany each billing.

Final settlement for total payment to the Contractor will be made within thirty (30) days from the date of final written State acceptance of the work and services as agreed to in the P.O.

- b. No premium time for overtime will be paid without prior written State authorization. Indirect overhead cost shall not be applied to the premium portion of the overtime.

36. **TERMINATION OF P.O.'s:**

- a. Termination for Cause If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations, or if the Contractor violates any of the covenants, agreements, or stipulations of this contract, the Agency shall have the right to terminate the P.O. by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor in the performance of the P.O. shall, at the option of the Agency, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the Agency.
- b. Termination for Convenience The Agency may terminate the P.O. at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the department, become its property and the Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials which are usable to the Agency.

37. **ELECTRONIC CATALOG:**

The successful vendor(s) may be required to submit their items list in electronic format designated by the State.

Note: The State of Delaware is in the process of implementing a new financials system, which will require the use of:

- Electronic catalogs
- Commodity/classification code: United Nations Standard Products and Services Code (UNSPSC).
www.unspsc.org
- A unique item ID for all items in our system

The state has made the determination to include the requirement in this contract for two reasons:

1. To find out what vendors can offer.

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2. To give the agencies and school districts a level of comfort in using electronic catalogs.

38. **CHANGES:**

Both parties may, from time to time, require changes in the services to be provided by the Contractor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Agency and the Contractor shall be incorporated in written amendments to the Purchase Order.

39. **INTEREST OF CONTRACTOR:**

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree in providing products or performing services required under this contract. The Contractor further covenants that in the performance of this contract, no person having any such interest shall be employed.

40. **PUBLICATION, REPRODUCTION AND USE OF MATERIAL:**

No material produced in whole or part under this contract shall be subject to copyright in the United States or in any other country. The State shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this contract; provided, however, that the State agrees not to use any design or engineering plans prepared by the Contractor for anything other than their intended purpose under this Contract. The Contractor shall have the right to publish any and all scientific findings. Appropriate acknowledgment and credit for the State's support shall be given in the publication.

41. **RIGHTS AND OBLIGATIONS:**

The rights and obligations of each party to this agreement shall not be effective, and no party shall be bound by the terms of this agreement, unless and until a valid executed purchase order has been approved by the Secretary of Finance, and all procedures of the Department of Finance have been complied with. A separate purchase order shall be issued for every project.

42. **ASSIGNMENT OF ANTITRUST CLAIMS:**

As consideration for the award and execution of this contract by the State, the Contractor hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its right, title and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, relating to the particular goods or services purchased or acquired by the State pursuant to this contract.

43. **COVENANT AGAINST CONTINGENT FEES:**

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the State shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

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44. **GRATUITIES:**

- a. If it is found, after notice and hearing, by the State that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Contractor or any agent of the State with a view toward securing a contract, or securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performance of this contract, the State may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this contract and/or may pursue such other rights and remedies provided by law or under this agreement; provided that the existence of the facts upon which the State makes such findings shall be in issue and may be reviewed in proceedings pursuant to the Remedies clause of this contract; and
- b. In the event this contract is terminated pursuant to subparagraph "a", the State shall be entitled (i) to pursue the same remedies against the Contractor, and (ii) to exemplary damages, as a penalty in addition to any other damages to which it may be entitled by law, in an amount which shall be not less than three, nor more than ten, times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee. The amount of such exemplary damages shall be in the sole discretion of the State.

45. **AFFIRMATION:**

The Contractor must affirm that within the past five (5) years the firm or any officer, controlling stockholder, partner, principal, or other person substantially involved in the contracting activities of the business is not currently suspended or debarred and is not a successor, subsidiary, or affiliate of a suspended or debarred business.

46. **AUDIT ACCESS TO RECORDS:**

The Contractor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Contractor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Contractor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Contractor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of his/her duties under the Contract. Upon notice given to the Contractor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Contractor's financial records will be borne by the Contractor. Reimbursement to the State for disallowances shall be drawn from the Contractor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

47. **TERMINATION OF CONTRACT:**

- a. Termination for Cause - If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps,

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models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

- b. Termination for Convenience - The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the Contractor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.

48. **REMEDIES:**

Except as otherwise provided in this contract, all claims, counterclaims, disputes, and other matters in question between the State and the Contractor arising out of, or relating to, this contract, or a breach of it may be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Delaware.

49. **AMENDMENTS:**

This contract may be amended, in writing, by mutual agreement of the parties.

50. **SUBCONTRACTS:**

Subcontracting is permitted under this RFP and contract. However, every subcontractor shall be identified in the Proposal and agreed to in writing by the State or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The Contractor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the RFP and with all local, State and Federal Laws. The Contractor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

51. **AGENCY'S RESPONSIBILITIES:**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

52. **CONTRACT DOCUMENTS:**

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The Definitions and General Provisions and any Special Instructions, Specifications, Request for Proposal, Proposal, Purchase Order, and Contract shall be a part of and constitute the entire Agreement entered into by the State of Delaware and any Offeror. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter:

- Contract
- Request for Proposal
- Specifications or Scope of Work
- Definitions & General Provisions
- Proposal
- Purchase Order
- Special Instructions

53. **DISCLOSURE AND OWNERSHIP OF PROPOSAL CONTENTS BY DTI:**

All matters set forth in an Offeror's Proposal, including technical and price information, may be subject to disclosure after Notice of Award. All information in an Offeror's Proposal and any Contract resulting from this RFP are subject to the provisions of Delaware's Freedom of Information Act regardless of copyright status or Vendor designations on pages of the Proposal.

Any and all materials submitted become the property of the State. The State reserves the right to use any and all information contained in a Proposal unless prohibited by law.

a. Confidential Proposal Materials:

All documents submitted, as part of the Offeror's proposal will be deemed confidential during the evaluation process. Offeror's proposals will not be available for review by anyone other than the Proposal Evaluation Team or its designated agents. There shall be no disclosure of any Offeror's information to a competing Offeror prior to award of the contract.

The State of Delaware is a public agency as defined by State law, and as such, it is subject to the Delaware Freedom of Information Act, 29 Del. C. Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Offeror(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Offeror(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If an Offeror feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection.

Offeror(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain a letter from the Offeror's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 Del. C. § 10002(d), and briefly stating the reasons that each document meets the said definitions.

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Upon receipt of a proposal accompanied by such a separate, sealed envelope, DTI will open the envelope to determine whether the procedure described above has been followed.

Pricing information may not be designated as proprietary or confidential.

54. **ASSIGNMENT:**

This contract shall not be assigned except by express written consent from the Director, Government Support Services, of the State of Delaware.

55. **VENDOR EMERGENCY RESPONSE POINT OF CONTACT:**

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week to meet a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the current Delaware Emergency Operations Plan. Failure to provide this information could render the proposal as non-responsive.

56. **CONFIDENTIALITY AND DATA INTEGRITY:**

The Department of Technology and Information is responsible for safeguarding the confidentiality and integrity of data in State computer files regardless of the source of those data or medium on which they are stored; e.g., electronic data, computer output microfilm (COM), tape, or disk. Computer programs developed to process State Agency data will not be modified without the knowledge and written authorization of the Department of Technology and Information. All data generated from the original source data, shall be the property of the State of Delaware. The control of the disclosure of those data shall be retained by the State of Delaware and the Department of Technology and Information.

The Contractor is required to agree to the requirements in the CONFIDENTIALITY AND INTEGRITY OF DATA STATEMENT, attached, and made a part of this RFP. Contractor employees, individually, may be required to sign the statement prior to beginning any work.

57. **SECURITY**

Computer, network, and information security is of paramount concern for the State of Delaware and the Department of Technology and Information. The State wants to ensure that computer/network hardware and software does not compromise the security of its IT infrastructure. The SANS Institute and the FBI have released a document describing the Top 20 Internet Security Threats. The document is available at www.sans.org/top20.htm for your review. The Contractor is guaranteeing that any systems or software provided by the Contractor are free of the vulnerabilities listed in that document.

58. **INFORMATION SECURITY**

Peripherals must be hardened when used or connected to the network. They should be configured to harden the network protocols used, management services, processing services (print, copy, fax, and scan), logging, and physical security. Care shall be taken to ensure that any State non-public data is removed from memory before service calls and/or equipment disposal.

Electronic information storage devices (hard drives, tapes, diskettes, compact disks, USB, multifunction peripherals, etc.) shall be disposed of in a manner corresponding to the classification of the stored

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information, up to and including physical destruction.

59. **CYBER SECURITY LIABILITY**

It shall be the duty of the Vendor to assure that all products of its effort do not cause, directly or indirectly, any unauthorized acquisition of data that compromises the security, confidentiality, or integrity of information maintained by the State of Delaware. Vendor's agreement shall not limit or modify liability for information security breaches, and Vendor shall indemnify and hold harmless the State, its agents and employees, from any and all liability, suits, actions or claims, together with all reasonable costs and expenses (including attorneys' fees) arising out of such breaches. In addition to all rights and remedies available to it in law or in equity, the State shall subtract from any payment made to Vendor all damages, costs and expenses caused by such information security breaches that have not been previously paid to Vendor.

60. **DEPARTMENT OF CORRECTIONS (DOC) SECURITY REQUIREMENTS AND PROCEDURES**

1. **CONTRABAND/TOOL CONTROL**

a. Title 11, Section 1256 of the Delaware Code specifies that,

“A person is guilty of promoting prison contraband when: (1) they knowingly and unlawfully introduce any contraband into detention facility, or (2) being a person confined in a detention facility, he knowingly and unlawfully makes, obtains, or possesses any contraband.

b. No one may introduce into or possess on the grounds of any institution of any of the following, which are considered to be contraband except as noted.

1. Intoxicating beverages
2. Tobacco or paraphernalia
3. Narcotics, hypnotics, barbiturates, hallucinogenic drugs, central nervous stimulants or prescriptions drug except as authorized or approved by an institution affiliated physician
4. Firearms or instruments customarily used or designed to be used as a dangerous weapon, or an explosive device, except as authorized or approved by an institution and/or Departmental Administration
5. Instruments that may be used as an aid in attempting an escape
6. Hypodermic needles, syringes, or other articles, instruments or substances specifically prohibited by the institution administration except as authorized
7. Articles of State property for the purpose of removing it from State property without authorization from administrative or supervisory personnel

c. In addition to above, no inmate may possess:

1. Tools, instruments or implements which could be used as a dangerous weapon except as are assigned by and used under the supervision of authorized personnel
2. Money
3. Franchises with the public or contractors

d. Private Contract Repair and Maintenance Workers: Private contracted or contract maintenance workers by, or under contract to perform services, maintenance repair or construction within the institution must complete an inventory listing of all tools, tool boxes and related equipment prior to admittance into the Institution. A staff member as so assigned must escort tradesmen or other non-employee workers while in the facility. At entry control points, vehicles and personnel will be searched, to include any tools or relating equipment. No tools will remain on the work sites upon departure. Activities must be performed as authorized with proper security and safety precautions.

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- e. Classification of Tools: It is difficult to classify every specific tool. However, the classification of tools can be determined according to the following categories.
- f. Restricted tools are items that can be used by inmates either in effecting an escape or causing date or serious injury. The following tools are typical examples:
 - Diamond-point drills
 - Ice picks
 - Hones and sharpening stock
 - Metal cutters, blades
 - Bolt cutters
 - Cleaners
 - Cutting torches
 - Electric drills, portable
 - Electric bench and portable grinders
 - Files
 - Gear pullers
 - Diamond point and regular hacksaw blades
 - Lost or stolen tools must be reported to security of the Department of Correction.
 - Broken saw blades must be removed from the property (not left or discarded on site)

2. GENERAL REQUIREMENTS

- a. When workers are finished for the day, all tools will be accounted for by the worker and escorting officer.
- b. Workers, once entering controlled areas, are not permitted to wander from the work area. Should a worker need to go to another area, he/she will be escorted by an officer.
- c. Should work require more than one day to complete, permission to construct and use temporary storage facilities is solely at the discretion of the prison authorities. The facility will not accept responsibility for any loss or damage to materials left on site. All tools and equipment should be removed daily.
- d. It is essential that construction operation and debris removal be conducted in a manner to assure that materials which might be used as weapons do not fall into the hands of inmates.
- e. Anything of unusual nature as loss of key, identification cards, tools, piping, etc., shall be reported immediately to the escorting officer.
- f. In the event that construction requires the description of plumbing, electrical power, etc., the Director of Custody of Operations must receive at least twenty four (24) hours advance notice in order to preserve security and not to disrupt routine activities. When temporary shutdown of service is unavoidable, the work shall be complete at night during a time when the institution's routine will not be interfered with.
- g. Workers shall be subjected to all rules and regulation and shall comply with the escorting officers' instruction accordingly.

3. SPECIAL REQUIREMENTS:

- a. Materials shall be moved through the buildings using rubber tire vehicles which shall be properly controlled at all times to avoid damage to existing walls, floors, and ceiling surfaces, including doors and door and/or window frames.
- b. Water damage will not be tolerated and it is incumbent upon the contractor to take all steps necessary to keep the existing premises dry at all times.

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4. SITE SECURITY:

- a. The following regulations must be observed by all persons having any association with the construction of this project (employees, subcontractors, workmen, service men, manufacturer's representative, etc.):
 1. Photo Identification Card
 - a. Each trade subcontractor shall submit a list of workers who will be on site. The list will contain the following information on each employee:
 1. Name;
 2. Date of Birth;
 3. Badge or ID Number;
 4. Address
 - b. Each trade subcontractor will pick up the photo identification cards at the Main Gate (where they will be secured when not in use). He will transport the identification cards and issue the identification card upon arrival of the construction workers (after identifying the worker). The cards will be collected at the end of the day and returned to the Main Gate.
 2. Assigning Men to the Site
 - a. Each trade subcontractor shall notify the Maintenance Superintendent twenty four (24) hours in advance, but not later than 12:00 Noon, on the previous work day before sending men to the project site, so an officer can be assigned to accompany all his personnel.
 3. Tools and Materials
 - a. No tools or materials shall be left unguarded at any time, and they shall be removed from the working areas at the end of each working day or at anytime the workmen and assigned officer leave the area.
 4. Prison Records
 - a. Where a workman or representative visiting the institution has a prison record, the trade subcontractor shall be responsible for obtaining the particulars concerning his record, and notifying the institution at least seventy two (72) hours in advance of his visit. The institution will then notify the trade subcontractor and give or deny permission for that person to enter the institution. Any workman denied entrance to the institution must be replaced by the trade subcontractor or subcontractor at no additional cost.
 5. Workmen Lunch Area/Searches
 - a. Workmen will be expected to stay in their respective working areas during their lunch period, unless leaving the grounds is permitted.
 - b. Workmen will be expected to submit to a search of themselves, their toolboxes, lunch containers, and/or their vehicles at any time, if the search is deemed necessary.

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6. Prohibited Items

- a. The following items are prohibited from being brought onto the prison grounds and construction site:
 - 1. Alcoholic beverages and drugs
 - 2. Tobacco Products
 - 3. Explosive and firearms

7. Working Dress and Workmen:

- a. Workmen will maintain proper attire while working at the institution.

- 8. It is forbidden to aid or abet the escape of any inmate, or to advise, connive or assist in any escape, or to conceal any inmate after escape, or withhold information pertaining thereto. Violation of this prohibition can result in prosecution and the law provides for punishment of fine and imprisonment.
- 9. It is likewise strictly forbidden to bring into or take out of the prison either for pay, or for favor, for any inmate, any article, without the proper authorization from the Maintenance Superintendent.
- 10. It is forbidden to roam at will throughout the prison. Workers are restricted to going directly to those places where the work is conducted and remaining away from all areas where they have no business to conduct.
- 11. It is prohibited to socialize, exchange pleasantries, or conduct business with inmates in traffic areas (hallways, center areas, etc.). Also no affectionate or intimate behavior between official visitors and inmates is permitted.
- 12. All automobiles are to be parked in a location designated by the Maintenance Superintendent. Parked vehicles must always have the ignition and doors locked.
- 13. No photographs may be taken without proper authorization. No public news releases may be given without similar authorization.
- 14. Escorting of any person, not previously approved, onto the prison grounds or into the prison is prohibited.
- 15. The offering and/or giving of any tips, gratuities, fees, etc. to any inmate and/or prison personnel is strictly prohibited.
- 16. The use of indecent, abusive, or profane language is forbidden anywhere on the prison property.
- 17. Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by inmates.
- 18. In the event an acquaintance, friend, or relative of contractor's employee should be an inmate of the institution at which work is being conducted, it is advisable that you communicate this confidentially to the Maintenance Superintendent.

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19. Tools and Equipment Safety:

- a. Flammable Liquids: Maintain flammable liquid (e.g., gasoline, fuels, etc.) in secure containers at all times, in compliance with OSHA regulations.
- b. Tools: Maintain tools and related equipment (e.g. sprinkler heads, hydrants, wires, cables, ducts, manholes, posts, signals, alarm boxes, etc.) at all times.
- c. Powder Actuated Tools: Comply with Owner's Maintenance Superintendent's direction for control of powder used and stored.

20. Construction Personnel Vehicle Parking:

- a. Parking spaces for privately owned vehicles operated by construction personnel may be limited.
- b. The Maintenance Superintendent will assign areas within the prison site for parking. Sufficient space will be provided to park privately owned vehicles operated by construction personnel on site.

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I. INTRODUCTION:

A. PURPOSE:

Government Support Services and the Department of Technology and Information are interested in using Audio conferencing, Videoconferencing and Web conferencing as methods of improving state agency operational efficiencies. The Videoconferencing, Audio conferencing, and Web conferencing infrastructure will save the State of Delaware considerably in both time and money.

The State realizes that Audio conferencing, Videoconferencing and Web conferencing services and equipment can be configured in many different ways. From a laptop codec to a fully integrated multimedia training facility, from ISDN to IP, and from 128k to multimegabit speeds, from stereo sound to high definition video, from reservation less, to scheduled and attended with participation lists and transcription services for audio conferencing services.

It is the desire of the State to supply agencies and eligible entities with high quality Audio, Video, and Web conferencing based on international standards that will allow not only conferencing within the state but anywhere in the world. Agencies will be able to choose the level of product and services that they need from the contractor that best meets their requirements.

Government Support Services and the Department of Technology and Information are also interested in supplying multiple vendor contracts for audio/video equipment to state agencies, eligible entities, and schools. The types of audio/video equipment mentioned in this RFP are primarily camcorders, digital cameras, DVD players and recorders, plasma and LCD displays, electronic whiteboards, VCR players and recorders. We are seeing more requirements for integrated audio and video installations. Agencies want fully integrated multimedia conference rooms with simple graphical user interfaces, sometimes using touch panel displays. We also have the need for standalone audio and video equipment that the agency can purchase directly from one vendor if they choose. The State realizes that there are many different levels of equipment from consumer grade up to industrial and professional grade equipment. Vendors should differentiate the grades of the equipment so that the agencies can get equipment that will meet their needs. The Department of Technology and Information will act as the State's technical advisors for the agencies and schools.

The Department of Technology and Information is also interested in supplying multiple vendor contracts for Video Surveillance equipment and Services. These services would be provided by the vendor using video and recording equipment. The surveillance equipment could be purchased by the agency in a turnkey package or it could be a managed service by a vendor. This is a partial list of what could be included; cameras, wiring and camera cabling, webcasting services, webcasting software, transport hardware/software, recording, playback, long term storage, remote monitoring, security, network interface, and notification and control.

It is the goal of this Request for Proposal to identify contractors and execute contracts to be able to offer audio conferencing, video conferencing, web conferencing services and equipment as well as Video Surveillance technology and services. The Department of Technology and Information also wants to be able to supply audio and or video equipment in a standalone environment if required by the agencies.

B. GUIDELINES:

Offerors proposal must respond to each and every requirement outlined in the RFP in order to be

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considered responsive. Proposals must be clear and concise.

It will be the sole responsibility of the Offeror to have their proposals delivered before the closing hour and date. Late proposals will not be considered and will be returned unopened to the sender.

Proposals having any erasures or corrections must be initialed in ink by the Offeror. The Offeror's official must sign the proposal in ink.

All proposals must be valid for a period of 180 days following the proposal deadline.

Proposals must address all of the RFP package requirements for every selected vendor category. Partial or incomplete proposals will be rejected.

Any proprietary information contained in the proposal should be so indicated as stated in Special Provisions 53 & 53a.

Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers.

Negotiations may be conducted with responsible Offerors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing Offerors during the negotiation process.

II. FORMAT FOR PROPOSAL:

A. INTRODUCTION:

This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each Offeror must provide every component listed in the order shown in this RFP, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

B. COVER LETTER:

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Offeror's ability to provide the services specified and identify all materials and enclosures being forwarded collectively in response in the RFP. It must also include statements that:

- Certify the proposal CD's have been scanned and are free from viruses and other malicious software;
- Reference all RFP amendments received by the Offeror (by amendment issue date), to warrant that the Offeror is aware of all such amendments. If none have been received, a statement to that effect must be included;
- Certify all proposal conditions are valid for 180 days from the deadline date for proposal submission;
- Certify pricing was arrived at without any collusion or conflict of interest.

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The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware.

C. TABLE OF CONTENTS:

Each proposal must include a Table of Contents with page numbers for each of the required components of the proposal.

D. DESCRIPTION OF SERVICES AND QUALIFICATIONS:

Each proposal must contain a detailed description of how the Offeror will provide each of the services outlined in this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the Offeror will provide that are not mentioned in this RFP.

E. Order of Documents in the Offeror Proposal:

Section 1 Signed Cover (Transmittal) Letter Signed original Non-Collusion Statement
Section 2 Table of Contents
Section 3 Complete response to Appendix A Technical Requirements –Reply Part A
Section 4 Complete response to Appendix B – Reply Part B
Section 5 Complete set of financial information
Section 6 – Optional All other information not listed above.

E. NUMBER OF COPIES WITH MAILING OF PROPOSAL:

One hard copy of the Proposal shall be submitted, along with nine (9) soft copy versions in Microsoft Word/Excel and Adobe Acrobat “pdf” format on IBM compatible CD or thumb drive in a sealed package clearly marked with the name of the Offeror and labeled:

GSS10584-AUDIO_VIDEO
AUDIO, VIDEO AND SURVEILLANCE EQUIPMENT AND SERVICES
July 8, 2010

The hard copy shall be marked "Master Copy" and will contain original signatures in all locations requiring an Offeror signature. The remaining copies do not require original signatures.

F. ADDENDA TO THE RFP:

If it becomes necessary to revise any part of this RFP, revisions in writing will be provided to all Contractors known to have received a copy of the RFP. Potential Offerors shall acknowledge in writing receipt of all amendments, addenda and changes issued in connection with this RFP by submitting an affirmative statement in the Proposal.

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G. INCURRED EXPENSES:

The State will not be responsible for any expenses incurred by the Offeror in preparing and submitting a proposal.

H. ECONOMY OF PREPARATION:

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the Contractor's offer to meet the requirements of the RFP. DO NOT USE RING BINDERS.

I. RIGHT TO REJECT PROPOSALS/WAIVE OR CORRECT MINOR IRREGULARITIES:

The State reserves the right to withdraw this Request for Proposal, to reject any proposals, to waive minor irregularities in proposals or to allow the Offeror to correct a minor irregularity if the best interest of the State will be served by doing so.

III. SCOPE OF WORK:

A. OVERVIEW:

The Contractor(s) shall provide all materials and labor to satisfy the State of Delaware's need for an audio video contract as described herein.

The services will require the Contractor(s) to partner with and cooperate with the ordering agency to make sure the State receives the most current state-of-the-art services.

B. DETAILED REQUIREMENTS:

The requirements of this RFP are shown in Appendix A, attached, and made a part of the contract.

IV. PROPOSAL EVALUATION PROCEDURES:

A. BASIS OF AWARD:

Government Support Services shall award this contract to the most responsible and responsive Offeror who best meets the terms and conditions of the proposal. The award will be made on basis of price, product evaluation, and prior history of service and capability.

Government Support Services reserves the right to reject any or all proposals in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible Offerors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing Offerors during the negotiation process.

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B. REVIEW COMMITTEE:

A group with expertise in procurement, contract management, budgeting, and technical operations will comprise the Review Committee.

C. REQUIREMENTS OF THE OFFEROR:

The purpose of this section is to assist the Review Committee to determine the ability of the organization to provide the services described in the application. The response should contain at a minimum the following information:

- Brief history of the organizations, including accreditation status, if applicable.
- Applicant's experience, if any, providing similar services. At least three State or Education types of business references are required (See § 22 – Special Provisions).
- Brief history of the subcontractor of the organization, if applicable. At least three references of subcontractor, if applicable.
- Financial Records:

All vendors, including those classified as public or private entities, are required to provide, as part of the submitted proposal response, appropriate copies of all financial requirements listed below, banking references, and auditing firm information.

Additionally vendors, assuming financial responsibility for its subcontractors, must attach an authorizing letter stating the Vendor accepts all financial responsibility and liability for the Subcontractors listed. Subcontractors referenced in the Contractors letter are not required to submit financial records.

1. Financials - Last three (3) fiscal years audited financial reports, specifically the Income Statements and Balance Sheets, with certification by an independent auditor, OR copies of the Contractor's published Annual Report for 2006, 2007, 2008, and/or 2009. Contractor's Form 10K is not an acceptable substitute for the requested financial reports.
2. **Federal Bankruptcy Proceedings** – submit a description of any bankruptcy proceedings, including filing date, chapter type, and disposition, as filed by the Contractor or their subsidiaries, suppliers / subcontractors, or manufacturers from whom products and/or services will be provided to Members
3. **Mergers, Buyout or Acquisitions** – identify, to the best of your knowledge, whether the company or Contractor's subcontractors are currently under consideration for mergers, buyouts or acquisitions that would directly impact any agreement with the State and describe contractor's procedure to address a state contract under these circumstances.

D. CRITERIA AND SCORING:

	<i>CRITERIA</i>	<i>POINTS</i>
1.	Services and Support	35
2.	Pricing, includes Manufacturer Discounts & Conferencing Charges	25
3.	Technology	15
4.	Experience	25

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5.	Locations	10
6.	Financial Capacity	10
7.	Warranty Proposed	15
	TOTAL SCORE	135

Review Committee members will assign up to the maximum number of points listed for each of the listed above. For items having quantitative answers, points will be proportionate to each proposal's response. Items with qualitative answers will receive the average of points assigned by Review Committee members.

V. PREPROPOSAL MEETING:

A mandatory pre-proposal meeting has been scheduled for **10:00 a.m., local time, Monday, June 21, 2010** at Government Support Services Conference Room 100 Enterprise Place, Suite 4, Dover, Delaware 19904. **This is a mandatory meeting.** If an Offeror does not attend this meeting, they shall be disqualified and shall not be considered for further evaluation.

SCHEDULE OF EVENTS:

The following is the schedule of events showing the major RFP milestones:

Milestone Event		Date
1	RFP Package Released	June 9, 2010
2	Mandatory Pre-Proposal Meeting	June 21, 2010, 10:00 a.m. local time
3	Proposals Due Date/Public Proposal Opening**	July 8, 2010, 1:00 p.m. local time
4	Contract Award	Within 90 days of proposal due date/time

** The only information publicly released at the proposal opening is a list of prospective Offerors. All prospective Offeror's proposal content is kept confidential until a contract has been executed. Thereafter, all proposal information (with the exception of proprietary information properly identified by the Prospective Offeror or Contractor) is subject to disclosure as public records under the Delaware Freedom of Information Act.

ATTACHMENTS:

Appendix A – Scope of Work Details
Appendix B – Proposal Reply Section - Part B
Appendix C – Confidentiality and Data Integrity Statement

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APPENDIX A
SCOPE OF WORK DETAILS

Provide a complete listing of all offered and supported Audio, Video, Web Conferencing Services and Equipment.

As new technologies emerge it will be the responsibility of the contractors to advise the State of their availability.

If we feel these technologies will benefit the State we will allow the contractor to add them to the existing contract offering. Contractors that are Polycom Certified Platinum resellers, Polycom "Certified Service Partners" (CSP), Tandberg Certified Platinum Partners, Cisco resellers, will be given additional consideration towards award.

Provide a complete listing of all Audio and Video Equipment by categories for the agencies and schools. Below is a partial list of categories we are looking for.

1. Audio/video equipment
 - a. Projectors
 - b. Monitors
 - c. Projection screens
 - d. Transport Hardware/Software
 - e. Ceiling speakers
 - f. Wall mounted speakers
 - g. Free standing speakers
 - h. Microphone systems
 - i. Wired microphones
 - ii. Wireless microphones
 - i. Mounting hardware
 - j. Movable cart systems
 - k. DVD recorders/playback systems
 - l. Electronic whiteboards
 - m. Receivers
 - n. Audio amplifiers
 - o. Audio mixers
2. Video Surveillance
 - a. Cameras
 - b. Wiring and camera cabling
 - c. Transport Hardware/Software
 - d. Hardware/Software Maintenance
 - e. Recording
 - f. Playback
 - g. Long term storage
 - h. Remote Monitoring
 - i. Security
 - j. Network Interface

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The Contractor(s) shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by the Contractor(s), its subcontractors and its and their principals, officers, employees and agents under this Agreement. In performing the specified services, the Contractor(s) shall follow practices consistent with generally accepted professional and technical standards. The Contractor(s) shall be responsible for ensuring that all services, products and deliverables furnished pursuant to this Agreement comply with the standards and policies promulgated by the Department of Technology and Information (DTI) (which are provided upon request), and as modified from time to time by DTI during the term of this Agreement. If any service, product or deliverable furnished pursuant to this Agreement does not conform to DTI standards, the Contractor(s) shall, at its expense and option either (1) replace it with a conforming equivalent or (2) modify it to conform to DTI standards. The Contractor(s) shall be and remain liable in accordance with the terms of this Agreement and applicable law for all damages to Delaware caused by the Contractor's failure to ensure compliance with DTI standards.

This Request for Proposal will request several different levels of services and equipment configurations solely for evaluation purposes. Offerors must be able to supply a single-source Audio, Video, Web Conferencing solution to the State. This shall include, but not be limited to, demonstrations, design configuration assistance, implementation assistance, installation, maintenance and training for all systems, equipment, and services offered.

The Offerors must also be able to supply a single-source Video Surveillance solution to the State. This shall include, but not be limited to, demonstrations, design configuration assistance, implementation assistance, installation, maintenance and training for all systems, equipment and services offered.

Requirements for the Audio, Video, Web Conferencing Services and Equipment.

The international Telecommunications Union (ITU) has developed a suite of standards for multimedia telecommunications called H. 32X. The State of Delaware network must meet these basic mandatory standards for both the equipment and operation. For these services the State will be utilizing ISDN, IP, SIP and POTS networks where applicable.

Requirement for Video with Microsoft Office Communicator

Videoconferencing systems must be capable of conferencing with videoconferencing clients using Microsoft Communicator. When an Office Communicator client is configured for video it must be capable of conferencing with other Communicator Clients as well as standalone videoconferencing systems.

Turnkey System

1. **PROVIDE** – supply as deliverable all essential components of a completely functional system as defined in the project scope document.
 - **PROJECT SCOPE** document can be provided by the agency or can be a contracted service provided by the contractor. If required design drawings shall be included and approved by the agency.
 - **ESSENTIAL COMPONENTS** may include hardware, building wiring and software provided by the contractor.
2. **INSTALL** – delivery, setup, configuration and testing of all hardware and software components to guarantee compatibility and proper system operation.
3. **INTEGRATION** – guarantee proper network operation and interoperability with existing State network standards as specified by DTI.
4. **GUARANTEE ON GOING SUPPORT** – demonstrated ability to insure proper operation of hardware and

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software. Ability to provide appropriate levels of support for all components provided as part of the turnkey solution for the term of the contract including helpdesk and onsite maintenance.

General

Statements made in response or in any appendix to this RFP about equipment or services are considered to be part of the contract. All conditions and questions stated in this RFP must be answered as precisely as possible, and in the sequence as stated. Failure to address any of the requirements or vague responses could result in disqualification of the proposal.

Time Requirements and Penalty

Work (equipment ordered, procurement of dates, pre-installation meetings, etc.) must be initiated within 20 days of receipt of purchase order, unless waived by the State. Failure to meet this requirement may result in the State of Delaware seeking judgment on the successful offeror and cancellation of the contract.

Commercial Warrantee and Guarantee Certificate

The successful offeror agrees that the supplies or services furnished under the Contract shall be covered by the most favorable commercial warranties the offeror has given or offered to any customer for such supplies or services and such rights are incorporated into this Contract and provided to the State of Delaware.

At a minimum, the successful offeror shall warrant that its products are commercially acceptable and compatible and free from defects in design, workmanship, mechanical and electrical breakdown, system programming, software and materials at no expense to the ordering agency for a period of one (1) year from system acceptance. A final payment for performance shall not relieve the successful offeror of responsibility for faulty materials or workmanship.

The contractor's enhanced warranty must include full parts replacement, 24/7 helpdesk coverage, including all onsite labor and shipping costs. Defective material shall be returned to the contractor for repair or replacement and returned to the site at no cost to the state.

Extended warranties must be fully explained in writing.

Installation

The Contractor may be required to install the proposed videoconferencing or video surveillance system to existing wiring. If existing wiring does not accommodate the selected system the ordering agency shall arrange for rewiring as required (may be with the Contractor or another vendor). The response to this RFP shall operate under the premise that all existing wiring is reusable.

Installation shall be conducted to ensure a minimum of interruption to the ordering agency, and shall include if necessary, but may not be limited to, the following tasks:

- a. Coordination shall be maintained through DTI to insure the shortest period of telecommunications service disruption possible.
- b. The contractor shall provide a schedule of installation to the ordering agency a minimum of one week prior to the start of work. The ordering agency reserves the right to specify changes in the installation schedule which are deemed necessary to meet the agency's day-to-day obligations. At a minimum, the schedule will specify the start of installation and the date/time for completion.
- c. The contractor shall install all new equipment as requested by the ordering agency. The

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contractor shall deliver equipment to any location in the State of Delaware within 30-60 days after receipt of order, unless the agency agrees in writing that delivery may be made beyond 60 days. The contractor shall utilize certified technicians for installation of entire systems. Equipment manuals and, or equipment manual CD's shall be turned over to the agency at the completion of the installation. Components such as cameras, monitors, or unique components not listed on the main systems equipment list, may be drop shipped and installed by other qualified technicians at the state's discretion.

- d. Unpack equipment from original shipping containers.
- e. Inspect equipment for visible damage.
- f. Check and verify existing documentation of equipment
- g. Connect system equipment to network interface equipment
- h. Install all other auxiliary components
- i. Perform power-up, initial system configuration, system diagnostics and confirm system equipment is functioning properly
- j. Dress (tie-wrap) all cables and arrange equipment to appropriate or designated areas
- k. Provide technical point of contact an overview (orientation) of the system and its operation
- l. Clean room and all installed equipment to restore room to its original condition
- m. Coordinate end user / system administrator training schedule
- n. Supply the agency with all serial and model numbers as well as IP addresses and ISDN SPID's

After installation, vendor will initiate all applicable warranties and maintenance agreements, as well as paperwork relative to invoicing.

Technical Specifications

The proposed systems are to meet the following requirements. The requirements apply to all electronic applications. The proposal response shall be to furnish, deliver, install and maintain audio, video, videoconferencing or video surveillance systems. The video system must be compatible with ISDN for H.320 service and must accommodate all signaling and features associated with the CENTREX service rendered by the local serving central office. For H.323 and SIP service the contractor(s) agree that they will cooperate and work with the State's hardware, software, and network vendors when providing network services to the state. Contractor(s) also agrees to observe State Policies and Standards as defined by DTI.

All backboards, connector blocks, patch cords, connector cables and any additional equipment are to be provided by the vendor. All equipment and accessory materials are to be **new** with no refurbished, reconditioned, used or previously installed materials permitted unless expressly agreed to by DTI or the owner agency.

All cable used in this installation must conform to National Electric Code Articles 800 and 725 for use in telephone systems and interconnecting cable runs as modified by the latest version of local electrical codes. Proper fire-stop restorations must be made to all structural penetrations as specified in the NEC, UL and local fire codes.

Maintenance

A primary consideration in the system selection will be the vendor's ability to provide maintenance, service and support. This section establishes the requirements of the Maintenance Agreement.

Vendor should supply, if requested, annual maintenance cost for the installed audio and video systems for the post-warranty year of installation. These costs should be listed for Helpdesk, next day parts shipment, or onsite maintenance services. Contractor should be very specific as to what is covered and what time and material costs are. Maintenance costs should be itemized in a separate section.

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If portage is chargeable within the State of Delaware, this portion of your response should be highlighted and explained in full.

Vendor must guarantee response time of within four (4) hours for emergency service as required by the owner agency. That service may be delivered via remote diagnostics with on-site response if the problems cannot be corrected remotely. Regular service must be guaranteed by the close of business the following business day if identified by 2:00PM EST. It is mandatory to have a toll-free dial-up telephone support service with remote diagnostic troubleshooting capabilities. The vendor shall provide help desk services and remote diagnostics to the State of Delaware on purchases made from this contract. The vendor shall provide videoconferencing or video surveillance technicians with assistance from trainers and manufacturer certified videoconferencing or video surveillance system experts via a local or toll free number. Problem determination, tracking, reporting and follow-up with callers must be provided. The vendor must provide help desk and remote diagnostics for existing systems. Maintenance escalation procedures must be defined if response times are not met. Contractor must list maintenance response times for onsite 4 hour emergency or next day and Helpdesk 1 hour.

The contractor's help desk services and remote diagnostics must be available, at a minimum, Monday through Friday, 8:00 a.m. to 6:00 p.m. EST on all business days. These services must be available from the contractor directly, not a third party. The contractor shall provide an answering service, pager, or voice mail system to receive incoming calls during hours that helpdesk is not attended. Contractor must supply customer satisfaction surveys, on a quarterly basis to DTI.

Training - Videoconferencing Systems

Training must be included as an inherent part of your proposal. Training should be made available for all staff members. A description of the training procedures that may be associated with the equipment training should be attached to your proposal as an addendum. Training shall include a user's guide or written material for each system. Training can, if agreed to by the ordering agency, be done via a videoconference call with the contractors trainer. If training is required to be onsite by the ordering agency then the cost for the onsite training must be listed in the quotation. The ordering agency shall have the option to select employees for designation as "system administrators." The "system administrators" shall receive additional on-site (at the ordering agency) instruction by the successful contractor. The "system administrators" shall be instructed in the configuration of the system and trained to execute client-programmable changes. The Director of the ordering agency shall have final authority with regard to the need for recurrent training during the term of this contract.

At the conclusion of the installation phase of a system, the Contractor shall notify the ordering agency that the system may be tested to demonstrate compliance. The mandatory features and requirements of the system, all programmed options, training, and the product literature shall be checked. Acceptance shall be granted by DTI or the ordering agency (in writing) when both mandatory and proposed/published features are demonstrated to its satisfaction. No payment shall be due until acceptance is granted. Acceptance shall not be unreasonably withheld or delayed.

Training - Audio and Web Conferencing Services

Training must be included as an inherent part of your proposal. A description of the Audio and Web Conferencing Services training procedures should be attached to your proposal as an addendum. Training shall include a user's guide or written material for each service provided. Since these services are frequently offered on individual basis training must be available for individuals or groups depending on the user agencies needs.

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Training - Audio and Video Equipment

Training must be included as an inherent part of your proposal. A description of the training procedures that may be associated with the equipment training should be attached to your proposal as an addendum. Training shall include a user's guide or written material for each audio and video piece of equipment provided.

Training – Video Surveillance Equipment and Services

Training must be included as an inherent part of your proposal. A description of the training procedures that may be associated with the Video Surveillance equipment and services training should be attached to your Proposal as an addendum. Training shall include a user's guide or written material for all of the equipment and services provided.

VIDEOCONFERENCING OR VIDEO SURVEILLANCE SYSTEM SPECIFICATIONS

The following is a partial list of features and capabilities that vendors will be expected to deliver. Not all features and capabilities need to be available on all systems.

- 1 Ability to deliver single and dual monitor H.320 and H.323 compatible systems.
- 2 Ability to deliver XGA high resolution (1024 x 768) plasma, LCD, LED, monitors or better.
- 3 Ability to deliver High Definition color cameras.
- 4 Ability to deliver High Definition video and stereo capabilities.
- 5 Video operations compliant with H.239, H.263 and H.264 standards.
- 6 Picture frame rate not less than 30 fps at 384kbs. And 15 fps at 128kbs.
- 7 Document camera should be available but optional.
- 8 DVD/VCR recording and playback capability should be available but optional.
- 9 Electronic whiteboard should be available but optional.
- 10 Systems should allow for far-end camera control.
- 11 Systems should be capable of H.460.17, 18, 19 firewall traversal protocols.
- 12 Systems should be capable of speed dialing.
- 13 Systems should have wireless remote control capabilities.
- 14 Systems should have AES encryption capability.
- 15 Systems should have remote management capability.
- 16 Multipoint bridging services should be available as an optional feature or as a standalone offering.

Configurations for Pricing Estimates:

System 1: Contractor should propose a fully functional distance learning classroom based on the specifications listed below. The contractor is not responsible to perform any room modifications regarding electrical, lighting, wall covering or window treatment, construction or HVAC. However, the contractor is required to advise the State on recommended room conditions for ideal videoconferencing. The room should be configured as a fully functional baseline distance learning classroom. Optional enhancements should be listed separately.

Specifications of the room:

Dimensions: 20' x 40'

Type of Walls: Drywall w/window (back wall)

Type of Ceiling: 10' Drop (2 x 2)

Type of Lighting: Fluorescent

1. H.320 and H.323 compliant

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2. Up to 30 fps, 56 kbps – 1.544 mbps
3. Full Multimedia capabilities with touch screen user interface.
4. Codec must support PRI and/or Ethernet connections
5. Must support at least 2 cameras and monitors or projectors
6. Must support enhanced audio and video capabilities
7. Codec must be scalable and upgradeable
8. Contractor must provide complete 1 year and extended maintenance programs to support the system and all components.
9. Contractor must provide training.
10. Contractor must supply all accessories, carts, wall brackets, furniture and cables necessary to make the system fully functional.

System 2:

Tandberg Profile 65" Videoconferencing System, or approved equivalent, DVD/VCR, and all accessories and cables to make the system fully functional over IP up to 10 Mbps in multisite operation.

System 3:

Polycom HDX7002, or approved equivalent, with single LCD or Plasma display, cart, and all accessories and cables to make it fully functional on IP at 1Mbps.

System 4:

Video Surveillance system: The State of Delaware has several stand alone offices around the state. In the past, security of these facilities was provided by on site security guards. The state can no longer provide this type of service. The buildings require video surveillance to oversee parking lot and front and rear entrances. The building is 100' by 100' and the parking lot is 100' by 50'.

1. Provide live and archived video resolution of at least 708x480 at a minimum 2 fps for archive and 30 fps for the live feed.
2. Provide two locations within the building for direct live viewing with the ability to view the archived video.
3. System needs to have the ability to remote monitor and remote view the archive in a secure environment.
4. Provide enough storage space to archive video for 6 months.

Audio and Web Conferencing Services

Audio conferencing and Web conferencing are separate services and will be reviewed on their own merits. Contractor will supply a central billing service solution to the State. DTI will back bill the agency based on the telephone number used for the calls. Contractor will supply information on whether they are facility based service provider or are a reseller of the service. If the contractor is a reseller they must provide the name of the service they are reselling. Contractor should describe in detail the **complete list of all** of their services. Pricing should be included for all features and capabilities. Contractor should describe years in the business and years experience with current services offered. Contractor will list total current customers using the services. Contractor will describe helpdesk services and procedures.

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Audio and Video Equipment

The following will be a partial list of different types of audio and video equipment that needs to be available for purchase on a standalone basis.

Projectors, monitors, televisions, projection screens, transport hardware/software, ceiling speakers, wall mount speakers, and free standing speakers. Microphone systems, with wired microphones and wireless microphones. Mounting hardware, movable cart systems, DVD recorders/ playback systems, electronic whiteboards, receivers, audio amplifiers, and audio mixers.

Video Surveillance

The following is a partial list of equipment for video surveillance installations. Cameras, wiring and camera cabling, transport hardware/software, hardware/software maintenance. Recording and playback, with long term storage, remote monitoring, security, and network interface.

Video Surveillance Services

Video Surveillance services are a very specialized area that has not been part of the AV contract in the past. The following is a partial list of services that would be supplied by the contractor to give the agency a total turnkey system. Cameras, wiring and camera cabling, webcasting service, webcasting software, transport hardware/software, recording, playback, long term storage, remote monitoring, security, network interface and notification and control.

PROPOSAL REPLY SECTION

CONTRACT NO. GSS10584-AUDIO_VIDEO

AUDIO, VIDEO AND SURVEILLANCE EQUIPMENT AND SERVICES

Please fill out the attached forms fully and completely and return with your proposal in a sealed envelope clearly displaying the contract number to Government Support Services by July 8, 2010, 1:00 p.m. local time, at which time proposals will be opened.

A mandatory pre-proposal meeting has been scheduled for 10:00 a.m. local time, on June 21, 2010. **This is a mandatory meeting.** If an Offeror does not attend this meeting; they shall be disqualified and shall not be considered for further evaluation.

Proposals shall be submitted to:

**State of Delaware
Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202**

PUBLIC PROPOSAL OPENINGS

The public proposal opening insures the citizens of Delaware that contracts are being proposed fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the proposals at the time and place specified and the contract shall be awarded within ninety (90) days thereafter. The main purpose of the proposal opening is to reveal the name(s) of the Offeror(s), not to serve as a forum for determining the apparent low Offerors. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each proposal has been determined.

After receipt of a fully executed contract(s), the Delaware public and all Offerors are invited to make an appointment with the contracting officer in order to review pricing and other non-confidential information.

NOTE: ONLY THE OFFEROR'S NAME AND ADDRESS WILL BE READ AT THE OPENING

CONTRACT NO. GSS10584-AUDIO_VIDEO
PROPOSAL REPLY SECTION
AUDIO, VIDEO AND SURVEILLANCE SERVICES AND EQUIPMENT

PROPOSAL REPLY SUMMARY FORM

Section 1 Signed Cover (Transmittal) Letter Signed original Non-Collusion Statement
Section 2 Table of Contents
Section 3 Complete response to Appendix A Technical Requirements –Reply Part A
Section 4 Complete response to Appendix B – Reply Part B
Section 5 Complete set of financial information
Section 6 – Optional All other information not listed above.

****IMPORTANT NOTE: Use Section 6 to include all other information and identify additional information in table of contents.**

CONTRACT NO. GSS10584-AUDIO_VIDEO
PROPOSAL REPLY SECTION
AUDIO, VIDEO AND SURVEILLANCE SERVICES AND EQUIPMENT

Appendix A Response Information:

Proposal Reply Offeror Information Form			
Offeror Name:			
Address:			
City, State, Zip Code:			
Contact Person:			
Phone Number:			
Email:			
<i>Instructions: Please answer all areas in yellow.</i>			
Vendor Category	Are you applying for vendor category? YES or NO	List the years experience in vendor category.	
Audio conferencing equipment			
Audio conferencing services			
Video conferencing equipment			
Video conferencing services			
Web conferencing equipment			
Web conferencing services			
Video Surveillance equipment			
Video Surveillance services			
Audio equipment			
Video equipment			
Certifications: Are you a...	YES or NO	How many years?	
Polycom Certified Platinum Reseller			
Polycom "Certified Business Partner" (CSP)			
Tanberg Certified Platinum Partner			
Cisco Reseller			

Appendix A Response Information (Continued)

Support Level:	Technical	Administrative	Sales	Total
Indicate the number of local support staff in each of the following categories:				

Maintenance: Describe ability to provide maintenance, service and support below. Include maintenance escalation procedures if response times are not met.
Describe helpdesk services and remote diagnostics below. Specify the level of helpdesk integration support available. Specify if you offer certified factory trained helpdesk service and list the products that have this level of support.
Supply description of training procedures below.
Describe audio conferencing services below:
Describe web conferencing services below:
Supply any additional information which should be considered in the evaluation of the offeror's support capabilities and assets.

The following pages must be completed for EACH system proposal. Each page REQUIRES the offeror to designate which system the proposal applies to. A set of system proposal pages is supplied; additional sets may be copied.

In addition to the pages supplied, additional price lists may be provided in paper and electronic form.

CONTRACT NO. **GSS10584-AUDIO_VIDEO**
PROPOSAL REPLY SECTION
AUDIO, VIDEO AND SURVEILANCE EQUIPMENT AND SERVICES

OFFEROR'S NAME: MANUFACTURER'S MAKE/MODEL:

THIS SYSTEM #
PROPOSAL
APPLIES TO:

ITEM	QTY	STATE PRICE per UNIT	STATE PRICE to INSTALL	ENHANCED WARRANTY	TOTAL CONTRACT PRICE
------	-----	-------------------------	---------------------------	----------------------	----------------------------

SYSTEM EQUIPMENT: (List all options) (include post-warranty pricing for helpdesk, next day parts, and onsite maintenance.)

A

B

C

D

MISCELLANEOUS EQUIPMENT: (Use this section for Audio and Web services)

SYSTEM DESCRIPTION AND DOCUMENTATION:

Attach a description of all equipment proposed. Include a complete description of all system and component features, equipment functions, equipment interactions, space requirements and environmental considerations.

CONTRACT NO. GSS10584-AUDIO_VIDEO
PROPOSAL REPLY SECTION
AUDIO, VIDEO AND SURVEILLANCE SERVICES AND EQUIPMENT

MISCELLANEOUS INFORMATION

Installation Interval

- System _____ work days from receipt of P.O.
- After Hours/Weekend Installation Labor Cost \$ _____ per hour

Maintenance Response Time - Onsite Emergency _____ - Onsite Non-Emergency _____
Helpdesk _____

Maintenance Contracts \$ _____ per year. Multi-year contract \$ _____

Time & Materials Maintenance Hourly Rate \$ _____

Portage Charged NO _____ YES _____ Amount \$ _____ Per Visit _____

- Remote Labor \$ _____ per hour
- Premise Visit

Initial \$ _____ per hour

Hourly - Materials Charge after Cutover/After-Market - Percentage Increase? _____
\$ _____ per hour

Warranty Period (Parts & Labor)

- System _____

Training and Conditions:

Appendix C Confidentiality and Data Integrity Statement:

State of Delaware
DEPARTMENT OF TECHNOLOGY AND INFORMATION
William Penn Building
801 Silver Lake Boulevard
Dover, Delaware 19904-2407

Contractor Confidentiality (Non-Disclosure) and Integrity of Data Agreement

The Department of Technology and Information is responsible for safeguarding the confidentiality and integrity of data in State computer files regardless of the source of those data or medium on which they are stored; e.g., electronic data, computer output microfilm (COM), tape, or disk. Computer programs developed to process State Agency data will not be modified without the knowledge and written authorization of the Department of Technology and Information. All data generated from the original source data, shall be the property of the State of Delaware. The control of the disclosure of those data shall be retained by the State of Delaware and the Department of Technology and Information.

I/we, as an employee(s) of _____ or officer of my firm, when performing work for the Department of Technology and Information, understand that I/we act as an extension of DTI and therefore I/we are responsible for safeguarding the States' data and computer files as indicated above. I/we will not use, disclose, or modify State data or State computer files without the written knowledge and written authorization of DTI. Furthermore, I/we understand that I/we are to take all necessary precautions to prevent unauthorized use, disclosure, or modification of State computer files, and I/we should alert my immediate supervisor of any situation which might result in, or create the appearance of, unauthorized use, disclosure or modification of State data. Penalty for unauthorized use, unauthorized modification of data files, or disclosure of any confidential information may mean the loss of my position and benefits, and prosecution under applicable State or Federal law.

This statement applies to the undersigned Contractor and to any others working under the Contractor's direction.

I, the Undersigned, hereby affirm that I have read DTI's Policy on Confidentiality (Non-Disclosure) and Integrity of Data and understood the terms of the above Confidentiality (Non-Disclosure) and Integrity of Data Agreement, and that I/we agree to abide by the terms above.

Contractor or Employee Signature _____

Date: _____

Contractor Name: _____

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
GOVERNMENT SUPPORT SERVICES - CONTRACTING SECTION
100 ENTERPRISE PLACE, SUITE 4
DOVER, DELAWARE 19904-8202

NO PROPOSAL REPLY FORM

CONTRACT # GSS10584-AUDIO_VIDEO **CONTRACT TITLE:** AUDIO, VIDEO AND SURVEILLANCE
EQUIPMENT AND SERVICES

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Offeror's List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- _____ 1. We do not wish to participate in the proposal process.
- _____ 2. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:

- _____ 3. We do not feel we can be competitive.
- _____ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.

- _____ 5. We do not wish to sell to the State. Our objections are:

- _____ 6. We do not sell the items/services on which Proposals are requested.
- _____ 7. Other: _____

FIRM NAME

SIGNATURE

_____ We wish to remain on the Offeror's List **for these goods or services.**

_____ We wish to be deleted from the Offeror's List **for these goods or services.**

CONTRACT NO.: GSS10584-AUDIO_VIDEO
TITLE: AUDIO, VIDEO AND SURVEILLANCE EQUIPMENT AND SERVICES
OPENING DATE: July 8, 2010

NON-COLLUSION STATEMENT

This is to certify that the undersigned Offeror has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to Government Support Services.

It is agreed by the undersigned Offeror that the signed delivery of this proposal represents the Offeror's acceptance of the terms and conditions of this request for proposal including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Government Support Services.

COMPANY NAME _____ Check one)

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

NAME OF AUTHORIZED REPRESENTATIVE
(Please type or print) _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ STATE OF DELAWARE
LICENSE NUMBER _____

COMPANY CLASSIFICATIONS: CERT. NO.	(circle one)		(circle one)		(circle one)	
	<u>Women</u> <u>Business</u> <u>Enterprise</u> <u>(WBE)</u>	Yes No	<u>Minority</u> <u>Business</u> <u>Enterprise</u> <u>(MBE)</u>	Yes No	<u>Disadvantaged</u> <u>Business</u> <u>Enterprise</u> <u>(DBE)</u>	Yes No

[The above table is for information and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
(COMPANY NAME) _____

ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO _____ if yes, please explain _____

THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED WITH YOUR PROPOSAL TO BE CONSIDERED

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____



State of Delaware
Office of Minority and Women Business Enterprise
Certification Application



Complete application and mail to:

Office of Minority and Women Business Enterprise (OMWBE)
Haslet Armory
122 William Penn Street
Dover, DE 19901-3631
Telephone: (302)739-4206 Fax: (302)739-1965
Email: deomwbe@state.de.us
Website: www.state.de.us/omwbe

Important Information Please Read!

Is my firm eligible?

A minority and/or women owned business (sole-proprietorship, partnership, corporation or joint venture) must meet the following criteria:

- a) Minority groups include: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans.
 - b) At least 51 percent owned, controlled and actively managed by minority group members or by women.
 - c) Serving a for profit business with “useful business functions.”
- An out-of-state company must first **be certified in its home state** before it can be considered for certification in Delaware. This must be a state-level certification, if available.
 - There is no fee for processing your application. In addition, free assistance is available. If you have questions about the application or your company’s qualifications, call (302)739-4206.
 - If your business is certified by **Delaware Department of Transportation (DelDOT) City of Wilmington, Minority Supplier Development Council (MSDC), Women Business Enterprise National Council (WBENC) and located in Delaware**, there is a specialized shortened application. You must also attach a copy of your certification and mail all documents to the OMWBE.
 - Also, please note that it is extremely important to provide other certifying agency documentation. This can expedite the certification process.

Document Request checklist

- Unless otherwise indicated, copies of documents are sufficient.
- **Any deficiency may delay the certification process.**
- **Certification generally takes four to six weeks.**
- **An on-site visit.** *(The OMWBE office may schedule an on-site visit once the completed application and appropriate supporting documentation have been received).*

Documents to attach to your application	Sole Prop	Part/LLP	Corp/S-Corp	LLC	OMWBE Use
Notarized Minority and Women Business Enterprise Affidavit form	Yes	Yes	Yes	Yes	
Copy of birth certificate, permanent resident card, passport or tribal memberships	Yes	Yes	Yes	Yes	
Last two years of your firm's tax returns (gross receipts). If not available, last two years W2 and/or 1099 forms for all owners, directors, officers and senior management.	Yes	Yes	Yes	Yes	
Copy of MBE/WBE certification from home state, if company headquarters are not in Delaware. (must be a state level certification, if available)	Yes	Yes	Yes	Yes	
Copies of any relevant licenses, certificates of training and degrees held by the company or its owners/employees	Yes	Yes	Yes	Yes	
Partnership Agreement, including any amendments, buy-out rights as well as any profit sharing arrangements		Yes			
Articles of Incorporation with all amendments		Yes			
Minutes of the last annual shareholders meeting		Yes			
By-laws and By-law Amendments		Yes			
Copy of most recent Stock Ledger		Yes			
Copy of Certificate of Organization				Yes	
Copy of Operating Agreement				Yes	

Delaware Minority and/or Women Business Enterprise Certification

Certification Application

The following is the application for Minority and/or Women Business Enterprise (MWBE) certification with the State of Delaware. All questions must be answered. Please type or print clearly.

Questions that do not apply to your firm should be marked N/A in the space provided.

The Affidavit on page 14 must be signed and notarized by a Notary Public. Faxed copies of the Affidavit will only be accepted if the notary seal has the stamped seal with the expiration date visible. Otherwise, mail the original Affidavit with the raised seal to our office.

Please return the completed application with signature and required notarization to the address below:

**Office of Minority and Women
Business Enterprise
Haslet Armory
122 William Penn Street
Dover, DE 19901**

Phone: (302) 739-4206

Fax: (302) 739-1965

Web site: www.state.de.us/omwbe

Definitions

Minority and/or Women Business Enterprise

A Minority and Women Business Enterprise is a business that is at least 51 percent owned, controlled and actively managed by minority and/or women group members who are United States citizens or persons lawfully admitted to the United States for permanent residence.

The business must be a for-profit business and currently be performing a useful function.

Minorities – United States citizens or permanent residents who are African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, Subcontinent Asian Americans, or as defined herein:

African (Black) Americans. All persons having origins from any of the Black groups of Africa and all persons having origins in any of the original peoples of the Cape Verde Islands.

Asian/Pacific Americans. All persons having origins from any of the original peoples of the Far East, Asia, or the Pacific Islands, including China, Japan, Korea, Samoa, Philippine Islands, and Hawaii. Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

Hispanic Americans. Persons having origins from any of the Spanish-speaking peoples of México, Puerto Rico, Cuba, Central or South America, or the Caribbean Islands.

Native Americans. All persons having origins from the original peoples of North America and who are recognized as Native Americans by a tribe or tribal organization.

Subcontinent Asian Americans. All persons whose ancestors originated in India, Pakistan or Bangladesh.

Certification - A determination by the OMWBE that a for-profit business entity is a Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE).

Definitions

Ownership

The minority or woman ownership interest in the firm must be real, substantial and continuing and shall go beyond the pro forma ownership of the business as reflected in its ownership documents. The minority and women owners shall enjoy the customary incidents of ownership and shall share in the risks and profits commensurate with their ownership interest as demonstrated both by an examination of the substance and form of arrangements.

Control

Control will be exemplified by possession of the requisite knowledge and expertise to run the particular business. Control includes the authority to determine the direction of a business, including but not limited to capital investments and all other financial transactions; property acquisitions; day-to-day decisions; contract negotiations; legal matters; selection and hiring of officers, directors, and employees; operating responsibility; cost-control; income and dividend matters; and the rights of other shareholders or partners.

The minority and/or women owners must hold the highest officer position in their companies, example chief executive officer or president.

The minority and/or women must demonstrate that they possess the experience, expertise and knowledge to operate their particular types of business.

Expertise limited to office management, administration, or bookkeeping functions unrelated to the principal business activities of the company is insufficient to demonstrate control. Women and/or minority owners must also verify that they hold any licenses or certification required by the type of business in which they are engaged.

Definitions

Minority Business Enterprise (MBE) - A for profit business in which at least 51% of the beneficial ownership interest and control are held by a minority or minorities. In the case of a corporation, minorities must hold at least 51% of voting interest.

Minority & Women Business Enterprise (MWBE) - A for-profit business in which at least 51% of beneficial interest and control is held by minority women or by an equal combination of minorities and women. In the case of a corporation, women and minorities must also hold at least 51% of voting interest.

Women Business Enterprise (WBE) - A for-profit business in which at least 51% of beneficial interest and control is held by women. In the case of a corporation, women must also hold at least 51% of the voting interest.

Useful Business Function

A useful business function is one, which results in the provision of materials, supplies, equipment or services to consumers in the State. A business acting as a conduit to transfer funds to a non-minority business does not constitute a useful business function unless doing so is a normal industry practice.

Benefits of Certification

Current certified minority and/or women owned firms are eligible to be listed in the State of Delaware Directory of Minority and Women Owned Businesses which is circulated to all state and local government agencies.

Recertification

At the ends of three years from original certification date, firms must submit the recertification affidavit to remain actively visible in the State of Delaware's Minority and/or Women Business Enterprise database.

Eligibility

A minority and women owned business (sole-proprietorship, partnership, corporation or joint venture) must meet the following criteria:

- a) Belong to a minority group: African Americans, Asian/Pacific Americans, Hispanic Americans, Native Americans, and Subcontinent Asian Americans.
(Please reference above definitions)
- b) At least 51 percent owned, controlled and actively managed by minority group members or by women.
- c) Serving a for profit business with “useful business functions.”
(Please reference above definitions)

Reasons for denial *(please note the below may include but not be limited to)*

- a) A business located in a state other than Delaware must first obtain state-level certification in its home state, if such certification is available. “Home state” is defined as the state the company’s headquarters are located.
- b) All securities, which constitute ownership and/or control of a corporation for the purpose of establishing it as a MWBE, must be held directly by minorities or women. No securities held in trust, or by a guardian for a minor, shall be considered as held by a minority or women in determining the ownership or control of a corporation.
- c) If the business operations do not reflect the ownership shown on paper.

- d) Firm is not a for-profit business
- e) Firm has provided false or misleading information
- f) Control will not be deemed to exist in cases of simple majority or absentee ownership, or when a non-minority/non-female owner or employee of the firm is disproportionately responsible for its operation.
- g) The firm shall not be subject to any formal or informal restrictions through, for example through, by-laws provisions, partnership agreements, or charter requirements for cumulative voting rights or otherwise that prevents the minority and women owners, without the cooperation or vote of any owner who is not a minority or women for making a business decision of the firm.
- h) If the owners of the firm who are not minorities or women are disproportionately responsible for the operation of the firm, then the firm is not controlled by minorities and shall not be considered as MWBE within the meaning of the definition. Where the actual management of the firm is contracted out to individuals other than the owner, those person who have the ultimate power to hire and fire the managers, can, for the purpose of this
- i) The certification application was submitted incomplete.

How to Apply

- Applications and additional information are available by calling the Office of Minority and Women Business Enterprise at (302) 739-4206 or visiting the web site www.state.de.us/omwbe
- Complete an application for certification and provide required documentation (ethnic status of minority owner(s), financial records, on-going business activity, etc.)
- Provide access to its business facilities and key personnel for state certification on-site visit.

WHERE TO APPLY:

Submit completed applications to:
Office of Minority and Women Business Enterprise
Haslet Armory
122 William Penn Street
Dover, DE 19901

Frequently Asked Questions

Q: Does certification cost money?

A: No

Q: Are there any set asides for MWBEs?

A: No

Q: Does my certification expire?

A: At the end of three years from original certification date.

Q: Will I be notified of all procurement opportunities?

A: No, however, the OMWBE will continue to research bid opportunities and assist in your effort. We are consistently working on ways to improve communication but strongly encourage you to visit the respective resources.

Q: What is the best way to communicate with the OMWBE?

A: Email. Please check your email daily for procurement opportunities.

Q: Do I have to register with any other agency?

A: Yes. There are multiple agencies that have their own Offerors list. Please check OMWBE's web site for each respective agency. For example, Government Support Services and the Department of Technology and Information have vendor registration processes.

State of Delaware Minority and/or Women Business Enterprise Application
All completed applications must be returned with the appropriate requested documents listed.

Please type or print clearly

OMWBE use only: Application Date:

Mail application to:
Office of Women and Minority Business Enterprise
Haslet Armory
122 William Penn Street
Dover, DE 19901

If you have any questions regarding the completion of this application, please contact us at (302) 739-4206.

**Note – This section must be filled out in its entirety for the application to be processed.
Incomplete applications will not be processed.**

1. Business Name(s), Contact Information, Federal Employee Identification Number or Social Security Number(EIN/SSN)				
Legal Name of Firm:				
Doing Business As (If applicable):				
Federal E.IN or SSN:		E-Mail Address:		
Address line 1:				
Address line 2:				
City		State	Zip Code	Country
Telephone Number:		Extension:	Fax Number:	
Company Web Site Address:				
Corp <input type="checkbox"/>	LLC* <input type="checkbox"/>	S Corp <input type="checkbox"/>	Partnership <input type="checkbox"/>	LLP** <input type="checkbox"/>
Sole Proprietor <input type="checkbox"/>		Joint Venture <input type="checkbox"/>		
Date firm was established?				
Date firm began doing business (date of first contract or sale)				

* Limited Liability Corporation

** Limited Liability Partnership

2. Primary owner applicant information				
Name:		Title:		
Home Address:	City:	State:	Zip Code:	Country:
Telephone Number:	Extension:	Fax Number:		
E-Mail Address:				
Date owner acquired controlling interest?				
Sex: <input type="checkbox"/> M <input type="checkbox"/> F		Ethnic Group:		
U.S. Citizen or Permanent Resident: <input type="checkbox"/> No <input type="checkbox"/> Yes				

3. Firm is applying as:			
Minority Business Enterprise		Women Business Enterprise	
<input type="checkbox"/> African American	<input type="checkbox"/> Asian American	<input type="checkbox"/> African American	<input type="checkbox"/> Asian American
<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Native American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Native American
<input type="checkbox"/> Subcontinent Asian	<input type="checkbox"/> Other	<input type="checkbox"/> Subcontinent Asian	<input type="checkbox"/> White American
		<input type="checkbox"/> Other	

4. Describe, in detail, what product(s) and/or services your business provides. Attach additional pages and/or the company's catalog or inventory list, if needed.					
5. Five digit North American Industry Classification System (NAICS) Code(s): (To assist you in determining your NAICS Code(s) go to www.census.gov/naics)					
1.	2.	3.	4.	5.	6.

6. Type of Business		
<input type="checkbox"/> Building trade	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Other
<input type="checkbox"/> Consultant	<input type="checkbox"/> Supplier	
<input type="checkbox"/> Generalized service	<input type="checkbox"/> Highway Construction	
<input type="checkbox"/> Licensed professional services		

7. Provide the following information for: 1) all business owners, 2) corporate directors (if incorporated), 3) officers, and 4) senior management. If more space is needed, attach additional pages.				
Name	Title	Date Appointed	Gender	Ethnicity
Officers of the Company				
Board of Directors				

8. Is any owner or board member of the business, an owner or former owner of another firm engaged in the same or similar type of enterprise?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes (If yes, identity below)

9. Are there any written, oral, or implied agreements between persons associated in any manner with the firm concerning its ownership and/or operation? (check one)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes

10. Please list the gross receipts of last two years	
(A) Year Ending:	Gross Receipts:
(B) Year Ending:	Gross Receipts:

11. Number of employees	Full time:
	Part time:
	Seasonal (approximate):

12. List names and titles of persons who perform the following functions. If more than one, indicate what percent each person handles.			
	Name	Ethnicity	Gender
Financial Decisions			
Estimating & Bidding			
Negotiating & Contract Execution			
Personnel Management			
Field/Production Operations Supervisor			
Office Management			
Marketing/Sales			
Purchasing of Major Equipment			
Authorized to Sign Company Checks (for any purpose)			

13. Identify persons or firms who provide Legal, Accounting, and Banking services:			
Attorney:		Contact:	
Phone:	Fax:	Email:	
Address:			
Accountant:		Contact:	
Phone:	Fax:	Email:	
Address:			
Bank:		Contact:	
Phone:	Fax:		
Address:			

14. If the business is a corporation or LLC, please list the following information:
a. Total shares authorized:
b. Total shares issued to date:
c. Are there any restrictions that limit the voting rights of ethnic minority group members, who are shareholders, within the By-laws or Articles of Incorporation, or any other documents? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain below)

15. List the three largest contracts or sales completed by the firm during the last three years. List each customer's name and company or organization, the dollar amount of each contract or sale, and the date completed. If any are subcontracts, provide the name of the firm to which you subcontracted.			
1. Company or Individual:			
Address, City, State:			
Phone:	Fax:	Email:	
Description & Amount:			
2. Company or Individual:			
Address, City, State:			
Phone:	Fax:	Email:	
Description & Amount:			
3. Company or Individual:			
Address, City, State:			
Phone:	Fax:	Email:	
Description & Amount:			

16. Has this firm or other firm(s) owned by any of its current owners or officers ever been denied certification by the OMWBE or any other certifying entity (check one)? ☐ No; ☐ Yes (If yes, provide the name of the certifying organization and the reason(s) given for denial, below. Attach copies of any relevant documents (letters, appeal documents, etc.).)

17. Debarment
Is this company, or any other company owned in full or part by any of this company's owners and/or officers, currently debarred from doing business with the State of Delaware? ☐ No; ☐ Yes.

18. Is the Business certified as a M/W/BE with any other certifying agency? If yes, provide the name(s) of the certifying organization(s), below, and attach letters or other documents verifying such certification.
☐ No ☐ Yes

Name	Date Certified	Expiration Date
a.		
b.		
c.		
d.		
e.		
f.		

19. How did you hear about the Office of Minority and Women Business Enterprise:

<input type="checkbox"/> OMWBE staff speak at an event sponsored by another organization	<input type="checkbox"/> OMWBE staff at a trade show or expo
<input type="checkbox"/> OMWBE's web site	<input type="checkbox"/> Materials published by OMWBE
<input type="checkbox"/> Referred by another organization	<input type="checkbox"/> Referred by the owner of an MBE or WBE
<input type="checkbox"/> Delaware state employee	<input type="checkbox"/> Other, please explain briefly:

Optional Questions

You are not required to answer the following questions and the answers will not affect your company's eligibility for certification. However, the answers will help OMWBE to identify business opportunities that may be suited to your company. Answers may be estimated; exact figures aren't necessary.

For all companies
How many years has your company been conducting business with you as owner?
How many contracts, subcontracts, and/or sales has your company completed during the last 12 months?
What is the largest contract, subcontract, or sale your company completed in the past 24 months?
Has your company done any business with government? <input type="checkbox"/> No; <input type="checkbox"/> Yes
If yes, what level of government (check all that apply): <input type="checkbox"/> Federal; <input type="checkbox"/> State; <input type="checkbox"/> Local
Has your company done any business with government in the State of Delaware? <input type="checkbox"/> No; <input type="checkbox"/> Yes
Number of government contracts, subcontracts, or sales completed (estimate):
For Construction-Related Companies Only (not including suppliers of construction materials)
What is your company's bonding capacity? \$ (indicate "unknown" if you do not know)
What % of your business is direct contracting?
What % of your business is subcontracting?

Updated 1/07

State of Delaware Minority and/or Women Business Enterprise Affidavit

Hereafter, "the Business" refers to

Business Name

I understand the illegal nature of receiving public or private funds or other property as a consequence of false representation as to the minority status of the business and do herein certify under penalty imposed by Delaware statutes that the information provided is correct and said information herein may be used for the purposes of certifying the business as a Minority and/or Women Business Enterprise. Any false representation will be grounds for denying certification or initiating decertification in the future.

I agree to make available for inspection to the MWBE office any such materials that may be required to substantiate the degree of minority and women ownership and control of the business. I agree to arrange for on-site inspections of the business' facilities in order to verify information provided in this document.

I agree to provide written information relative to any future change in ownership and/or management of the business to the MWBE office within two weeks of the occurrence of the change. I acknowledge that failure to timely submit required change of status documentation might result in the decertification of the business.

I understand that the certification expiration is three years following the initial date of certification. I further understand that the business must apply for recertification prior to the expiration.

Type or Print Name of Owner

Signature of Owner

Date

Title

Subscribed and sworn to before me this _____ day of _____ a.d.

Month, Year

Signed _____

NOTARY PUBLIC IN AND FOR THE

County of _____

State _____

My Commission Expires _____

Date

Notary
Seal